SIKKIM

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GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL
GANGTOK

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NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Sikkim, in consultation with the High Court of Sikkim, is hereby pleased to make the following rules, for regulating the method of recruitment and conditions of service of persons appointed as Court Managers in the District Courts in the State of Sikkim, namely:-

Short title and Commencement

1. (i) These rules may be called the Sikkim District Courts (Appointment and Conditions of Service of Court Managers) Rules, 2025.

   (ii) They shall come into force on the date of their publication in the Official Gazette.

Definitions:

2. In these Rules, unless the context otherwise requires,-

   (a) "Appointing Authority" means the Jurisdictional District Judge of the District Court;

   (b) "Chief Justice" means the Chief Justice of the High Court of Sikkim;

   (c) "Court Manager" means a person appointed as Court Manager under these rules.;

   (d) "District Courts" mean the Courts established in various judicial districts in the State of Sikkim under the jurisdiction of the High Court of Sikkim;

   (e) "District Judge" means the Judge of the Principal District and Sessions Judge or District and Sessions Judge in a judicial district;

   (f) "Government" means the Government of Sikkim;

   (g) "High Court" means the High Court of Sikkim;

   (h) "Judicial District" means the territorial area over which a District Court exercises jurisdiction;

(i) "Centralized Recruitment Committee" means the Committee as may be constituted by the High Court for centralized recruitment of officers and staff of the District Judiciary, to look into matters relating to recruitment of officers and staff in the District Courts;

(j) "Schedule" means the Schedule to these rules;

(k) "Service" means the District Court Manager Service;

(l) "State" means the State of Sikkim.

(m) "State Government" means the Government of Sikkim";

(n) "Registrar General" means the Registrar General of the High Court of Sikkim;

3. Class and Cadre:

The service shall consist of the following class and cadre, namely:-

Nomenclature of the post	Class	Grade
Court Manager	Group 'B'	Grade-II

4. Strength of Service :

The strength of service shall be such as may be determined by the Governor, from time to time, in consultation with the High Court:

Provided that the number of posts of Court Managers for the State may be increased by the State Government with the concurrence of the High Court, as and when necessary.

5. Method of recruitment:

Recruitment to the service, unless already made, shall be made by way of direct recruitment.

6. Procedure of Direct Recruitment:

(1) Direct recruitment to the post of Court Manager shall be made by the appointing authority on the basis of the recommendation of the Centralised Recruitment Committee, where so constituted, with the approval of the Chief Justice.

(2) The Centralized Recruitment Committee shall prepare a list of all candidates who have qualified, in order of merit, in accordance with the aggregate marks obtained by each candidate in the Test or Interview. The Committee shall then submit the list before the Appointing Authority for placing it before the Chief Justice for his approval.

(3) The Appointing Authority shall, after obtaining approval of the Chief Justice, appoint the candidates in the select list against permanent vacancy.

(4) The number of candidates in the list shall be equal to the number of vacancies notified.

(5) The select list shall remain valid for one year from the date of declaration of the final result.

7. Disqualification:

(1) No person:

(a) who is not a citizen of India; or

(b) who has entered into or contracted a marriage with a person having a spouse living ; or

(c) who, having a spouse living has entered into or contracted marriage with any person, shall be eligible for appointment and confirmation of service:

Provided that the Governor may, if satisfied that such marriage is permissible under the personal law of custom applicable to such person and the other party to the marriage, exempt any person from the operation of this rule.

8. Initial Constitution:

The incumbents holding the post of Court Manager who were appointed on regular basis to the said post before the commencement of these rules shall be deemed to be appointed to the said post under these rules and the service rendered by them in the said post on regular basis before such commencement shall be taken into account for the purpose of probation, confirmation, promotion etc.

9. Character:

(1) A candidate for direct recruitment shall produce certificates of good character from:

(a) the Principal or Academic Officer of the University or College in which he studied last, and

(b) two respectable persons, who are well acquainted with the person but not related to the candidate.

10. Physical Fitness:

(1) A candidate for direct recruitment shall be,-

(a) of sound health both mentally and physically and free from any infirmity likely to interfere with the efficient performance of his duties, and

(b) required to undergo medical examination before appointment to the service.

11. Qualification for direct recruitment:

No person shall be eligible for appointment to the post of Court Manager by direct recruitment, unless he or she possesses the following qualification, namely,-

(a) bachelor Degree in any stream with Masters in Business Administration or Advanced Diploma in General Management from a University or Institution in India recognized by the University Grants Commissions.

(b) five(05) years working experience in process Management or Information Technology Systems Management or Human Resources Management or Financial Management.

(c) good Computer Application skills having at least 06 (six) months Diploma in Computer Application.

12. Age:

No person shall be recruited as a Court Manager if he or she is less than 25 (twenty-five) years and is above 40 (forty) years as on the last date fixed for receipt of applications:

Provided that the upper age limit for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Benchmark Disability (PwBD) shall be as fixed by the State Government from time to time.

13. Reservation:

The order/notification issued by the State Government from time to time with regard to reservation, relaxation of age, or any other concessions in respect of Scheduled Tribe, Scheduled Caste, Other Backward Classes or any other Special Category of person shall apply subject to such variations as the State Government may specify.

14. Appointment :

(1) Subject to the provision of sub-rule (2) of this rule, appointment under rule 6 shall be made by the Appointing Authority in accordance with the determined in the list referred to in the said rule.

(2) the inclusion of a candidate's name in the list mentioned in rule 6 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as prescribed by the State Government from time to time and also as may be considered necessary, that a candidate is suitable in all respects for appointment to the service.

15. Duties and Responsibilities:

(1) The Court Manager shall assist the District Judge in administrative functioning of the Court to enhance efficiency of Court Management.

(2) The Court Manager shall work under the control of the District Judge.

(3) The Court Manager shall maintain professional secrecy and shall not divulge any information which may come to his or her knowledge to anyone under any circumstances. Breach of this condition shall amount to misconduct.

(4) The Court Manager shall perform the duties enumerated in **the Annexure**.

(5) In addition to the duties enumerated in **the Annexure**, the Court Manager shall discharge and perform such other duties as may be assigned to him by the Principal District and Sessions Judge or District and Sessions Judge.

16. Pay and allowances:

(1) A Court Manager shall be entitled to payment as mentioned in the Column 4 of **Schedule** and shall be entitled to an annual increment of 3% of Basic pay and also be entitled to such allowances which are admissible to other Government employees of the same pay scale.

(2) A Court Manager shall be entitled to the benefits of financial upgradations under the Assured Career Progression Scheme introduced by the State Government, in lieu of promotion, on completion of 10, 20 and 30 years of service counted from the direct

entry grade. The benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial up-gradation under the Scheme.

17. Probation and Confirmation:

(1) Subject to availability of a permanent vacancy in the cadre, a member shall be placed according to seniority on probation against permanent vacancy for a term of 02 (two) before he is confirmed against the permanent vacancy:

Provided that the period of probation may, for good and sufficient reason, be extended by the Appointing Authority which shall not, in any case, exceed a period of three (03) years.

(2) After the completion of the period of probation to the satisfaction of the Appointing Authority, a probationer shall be confirmed against permanent post subject to the following conditions, namely,-

(a) he has completed the period of probation to the satisfaction of the Appointing Authority in accordance with sub-rule (1);

(b) he has successfully completed training and passed the departmental exam, if any prescribed by the State Government.

(3) Notwithstanding anything contained in sub-rule (1) and (2) of rule 17, these sub-rules, the Appointing Authority may, at any time during the period of probation, discharge from service, a probationer on account of his or her unsuitability for the service.

18. Transfer and posting :

(i) The post of Court Manager in the Judicial Districts shall be transferable throughout the State of Sikkim.

(ii) The High Court reserves the right to transfer a Court Manager from one place to another at any time.

19. Training :

Every person appointed to the post of Court Manager shall undergo training in the Sikkim Judicial Academy, Sikkim or in any other institute for such period as may be determined by the High Court.

20. Disciplinary Authority :

The Appointing Authority within whose jurisdiction the Court Manager is working in a Court shall be the disciplinary authority.

21. Appeals :

The Appellate Authority shall be the Chief Justice or such other Judge as may be nominated in this regard by the Chief Justice or such other Judge as may be nominated in this regard by the Chief Justice of the High Court.

22. Residuary Provision and Power to Relax :

(1) Any other matter which is not specifically provided herein shall be dealt with by the Chief Justice as per his discretion.

ANNEXURE

Court Managers in their respective Districts shall perform the following duties:-

A. Information & Statistics

(1) The Court Manager shall ensure that the IT systems of the Court are fully functional.

(2) The Court Manager shall ensure compilation of statistics accurately and promptly as per format supplied by the Court.

(3) The Court Manager shall render necessary assistance in preparing monthly, quarterly and other statements relating to pendency, institution and disposal of cases.

(4) The Court Manager, in coordination with the System Officer of the District, shall ensure uploading of the relevant statistics in the official website of the District Judiciary.

B. Infrastructure related matter

(1) The Court Manager may, in consultation with the stakeholders of a Court (including the Bar, Ministerial Staff, Executive Agencies supporting judicial functions, such as prosecutors or police or process serving agencies and court users), prepare and update annually a 5 (five) year Court wise Court Development Plan.

(2) The Court Manager shall monitor the Implementation of the CDP and report to superior authorities on its progress.

(3) The Court Manager shall monitor the matters relating to the infrastructure of Courts and residential quarters with the Public Works Department and other authorities.

(4) The Court Manager shall apprise the District Level Monitoring Committee relating to infrastructure development of the District.

C. Information Technology Management

(1) The Court Manager shall monitor and ensure that the activities and schemes of e-Project are fully implemented.

(2) The Court Manager shall monitor and ensure that Case Information System (CIS) is functioning properly.

(3) The Court Manager shall monitor and ensure that the judgments and orders of the Courts are uploaded in the website without any delay.

(4) The Court Manager shall furnish necessary feedback regarding institution, disposal of cases to the National Judicial Data Grid.

(5) The Court Manager shall take necessary steps for imparting computer training to the ministerial staff in coordination with the Sikkim Judicial Academy, Sokeythang, Gangtok.

D. Record Management

(1) The Court Manager shall monitor and ensure that the disposed of records are sent to district record room without delay.

(2) The Court Manager shall ensure that the records are destroyed as per High Court Rules.

(3) The Court Manager shall ensure, after taking such assistance as may be required from the concerned Court Manger and Sheristadar appears to be the same person in Sikkim, that the records of the Court are maintained and classified properly.

E. Monitoring of Nazarat Section

The Court Manager shall undertake weekly inspection of the Nazarat Section to ensure that the processes of the courts are served properly and shall submit report to the concerned Judge-in-Charge or the Principal District and Sessions Judge or District and Sessions Judge, as the case may be.

F. Protocol Duty

(1) The Court Manager shall supervise the protocol duties during the visit of Judges of the Supreme Court and the High Courts and other dignitaries.

(2) The Court Manager may take necessary instruction from the concerned Principal District and Sessions Judge or District and Sessions Judge or Chief Judicial Magistrate in this regard.

(3) The Court Manager shall ensure accommodation for the Judicial officers in the circuit house or guest house on their joining in station.

G. Human Resource Management

The Court Manager shall ensure that Human Resource Management of Ministerial staff in the Court complies with the Human Resource Management standards established by the High Court.

H. Other Duties

(1) The Court Manager shall ensure that the case management systems are fully complied of the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timelines, costs to litigants and to the State.

(2) The Court Manager shall ensure that the processes and procedures of the Court, such as, filing, issuing certified copies, access to information and documents and grievance redressal are in consonance with the policies and standards established by the High Court for Court management.

(3) The Court Manager, in coordination with the Principal District and Sessions Judge or District and Sessions Judge, shall ensure that the core systems of the Court, such as, documentation management, utilities management, infrastructure and facilities management, financial systems management, etc, function effectively.

(4) The Court Manager shall ensure cleanliness of the Court campus and shall in consultation with the Principal District and Sessions Judge or District and Sessions Judge or Chief Judicial Magistrate, as may take necessary steps for improving the surroundings of the court premises.

(5) The Court Manager shall monitor hosting of the National Flag in the court campus as per Flag Code.

(6) The Court Manager shall place all communications or letters from the Supreme Court or the High Court, with appropriate note, before the Principal District and Sessions Judge or District and Sessions Judge and he shall take necessary steps as per instruction of the Principal District and Sessions Judge or District and Sessions Judge.

(7) The Court Manager shall supervise power facility, telephone, internet connectivity in the courts and residential quarters of the Judicial Officers.

SCHEDULE

Sl. No.	Name of post	Number of posts	Level in Pay Matrix	Group	Method of Recruitment	Age Limit	Qualification	Appointing authority
1.	Court Manager	6	Level-17	B	Direct	Not less than 25 (twenty five) years and not more than 40 (forty) years	Bachelor's Degree in any stream with Masters in Business Administration or Advanced Diploma in General Management from a University or Institution in India recognised by the University Grants Commission	Jurisdictional District Judge of the District Court

Note : These rules shall come into force from the date of their publication in the Official Gazette, however rule 8 shall come into force with retrospective effect with a view to regularise the service of the incumbents referred to in the said rule and it is certified that by giving retrospective effect to rule 8, the interest of nobody is likely to be adversely affected.